



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, U.S. ARMY GARRISON, ALASKA AND FORT RICHARDSON
724 POSTAL SERVICE LOOP # 6000
FORT RICHARDSON, ALASKA 99505-6000

IMPC-FRA-MW

24 July 2007

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Garrison, Alaska (USAG Alaska) Child Care Policy for Official and Training Holidays (Policy #USAG-AK-11)

1. Affordable child care is designed to serve Soldiers with typical duty schedules. As such, child care is not provided for Federal holidays, and limited care is available on U.S. Army Alaska (USARAK) training holidays. Child and youth services (CYS) employees explain this policy when parents/guardians sign the registration contract. CYS uses training holidays to train its employees. Child care fees reflect that services are not available on Federal and training holidays and these low fees are sustained by avoiding the employee overtime pay that would arise if child care were provided on training holidays.
2. CYS reminds parents ten working days before training holidays. Soldiers required to work on the training holiday and who desire child care must:
 - a. Notify CYS five working days before the training holiday. Limited slots will be provided on a "first come, first serve" basis.
 - b. Provide CYS with a completed "Verification of Duty" form (encl 1) not later than the last working day before the requested day. The form is subject to verification with the unit commander or First Sergeant. In a case where the Soldier is TDY, deployed, etc. and the spouse works, the employer must sign the form and the spouse must provide verification of the Soldier's absence.
 - c. CYS will consider requests submitted after the 5-working day suspense. However, requests will be granted only if there is available staffing.
3. On rare occasions, the number of children requiring care on training holidays will not justify opening the centers. If so, CYS will refer parents to a certified Family Child Care provider.
4. POC for this memorandum is Mr. Dean Hone, 384-2003.

Encl
as

//Original Signed//
DAVID L. SHUTT
COL, AR
Commanding

DISTRIBUTION:
A (USARAK)

**UNITED STATES ARMY GARRISON, ALASKA
CHILD AND YOUTH SERVICES**

“VERIFICATION OF DUTY FORM”

The following information must be provided when requesting Child Care on a Training Holiday when limited care is provided:

NAME: _____ **GRADE/RANK:** _____

UNIT: _____ **WORK NUMBER:** _____

CDR/1SG NAME: _____ **SIGNATURE:** _____

CDR/1SG PHONE: _____

DUTY DATE: _____ **DUTY TIME:** _____

CHILD/CHILDREN: _____

Requests are subject to telephonic verification and will not be approved if complete information is not provided.

Individuals who are approved for limited child care must pick their child/children up within thirty minutes after the Soldier's specified duty time has elapsed; the spouse becomes available to care for the child/children, but no later than scheduled closure of the Child Care Center.